COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE

This pamphlet is a management tool. It is not a directive, so we cannot use it as authority to establish or implement procedures. It may contain items that are not governed by directives; however, we base its contents on proven management principles. This pamphlet is to be used by all subordinate units that have or perform 16GI (I IXX) functions. It also applies to Air Force Air Intelligence Agency (AIA) administratively controlled Air National Guard units when published in the ANGIND 2**.**

NOTE: Using the name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the air force.

SUMMARY OF REVISIONS

Updates AF Instruction references in Section I, identifies critical areas with an asterisk, deletes some items pertaining to managing administrative orders and unit customer account representative requirements, updates SC office symbols to DO office symbols, revises forms management questions, and adds Section II, Command, Control, Communications and Computer (C4) Systems.

1.   Using this Pamphlet.   To complete this process guide, you should review each question and verify the function's status; consider requirements which appear in conflict with theater policy (units overseas) as "not applicable.' In these cases, comply with the theater policy and send a letter to HQ AIA/DOOI*,* giving details and unit recommendations.

2. Quality Air Force Assessments (QAFA). This pamphlet may be used to identify your processes, improve the process and assist in finding errors in the process. The functional assessment of a QAFA will verify a units processes are in compliance with Air Force Policy Directives and Instructions. *The critical areas are Identified by an asterisk* next *to the subject heading which* are also identified in the Inspector General Criteria.

3. Recommending Changes. You may submit recommended changes to this pamphlet through channels, to HQ AIAI/DOOI.

G. THOMAS BAKER, Colonel, USAF
Director, Communications and Information

Attachment
Communications and Information Process
Review Guide, AF Form 2519

ALL PURPOSE CHECKLIST		PAGE 1 OF 22		PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE**		OPR	DATE	

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	Part I -- Information Management			
	* Section A--Management and Organization (FC-16G1) Management and Supervision Utilization			
	1. Does the ranking information manager in your unit assist with determining the assignment and utilization of 3A0X1 resources? (AFMAN 37-104, para 11)			
	2. Does the ranking information manager hold periodic 3A0X1 meetings for all assigned or attached 3A0X1s to discuss the communications and information management programs and career field issues? (AFMAN 37-104, para 11)			
	3. Is technology being applied to streamline and support the operational mission? (AFMAN 37-104, para A3.9.8)			
	4. Have requirements been identified for automated systems through continuous evaluation of existing resources? (AFMAN 37-104, para A3.9.8)			
	5. Are initiatives publicized and promoted which motivate and recognize unit 3A0X1s? (AFMAN 37-104, para A3.9.9; AFI 36-2845; AIAI 36-2801)			
	* Training			
	6. Does the ranking information manager assist the supervisor with on-the-job training for 3A0X1s assigned and attached to the organization? (AFMAN 37-104, para 14). Does the program include:			
	6.1. Assistance with identifying qualified trainers and certifiers for personnel in upgrade or proficiency training?			
	6.2. Assisting supervisors with providing task evaluators within unit resources?			
	6.3. Practicing and encouraging job rotation to the maximum extent possible?			
	7. Is the senior information manager providing orientation and training regarding basic elements of communication and information to each 3A0X1 upon their assignment to the unit? (AFMAN 37-104, para 11)			
	Self-Assessment			
	8. Is a comprehensive review of communications and information management programs conducted during the unit's self-assessment?			
	9. Were knowledgeable and competent personnel appointed to conduct the self-assessment?			
	10. Were all functional programs in communications and information management reviewed during the self-assessment?			
	11. Are crossfeed management tools reviewed, such as, in-house developed checklists, copies of previous unit Mission Effectiveness Inspections (MEI), and other tools available as part of the self-assessment evaluation?			
	12. Are metrics developed to collect data for areas of improvement?			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

	PAGE 2	OF	22	PAGES

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)			

13. Once data is collected, are problem areas identified, is the data analyzed for the best solution, and then evaluated to assure the action taken has the desired result?

Section B--Administrative Communications (FC16G1)

14. Is there an effective training program for processing accountable communications being conducted for newly assigned 3A0X1s and for individuals who wrap and pack courier material? (AFMAN 37-104, para 11)

15. Is the inner and outer wrappings for courier material prepared properly and are the classification special handling instructions properly affixed? (DODR 5200.33, Sec III, para 3-200b and USAFINTEL 201-1, chapter 10, DODS-5105.21-M-1, chapter 3)

16. Is courier material properly prepared and dispatched according to USAFINTEL 201-1 and DoD S-5015.2-M-1?

17. Is DCS Form 10, Authorization Record, current and validated? (DODR 5200.33 and DCS user Manual)

18. Is tracer action initiated if signed receipts are not received from the continental United States (CONUS) recipient within 30 days (45 days for overseas) from the date of dispatch of courier material? (AFI 31-401, para 8.7.3.4)

18.1. Has the office of primary responsibility (OPR) notified the recipients by message advising them of the situation?

18.2. Was HQ AIA/SO (Security Office) for collateral and sensitive compartmented information (SCI) included as information addresses on the message?

19. Are the directives for handling and processing courier material readily available? (USAFINTEL 201-1, DOD S-5105.21-M-1, DODR 5200.33, DIA Compartmented Address Book; USSID 505, Annex A; and AIADIR 33-302)

20. Is DCS Form 32, **DCS Transfer Form** , annotated to show the action office received the material? (USAFINTEL 201-1, chapter 10, table 10-1, Note 3).

21. Does the originator maintain a copy of DCS Form 1, Receipt to Sender, for material sent through courier channels? (DODR 5200.33)

Processing Unclassified and Accountable Mail

22. Are the appropriate directives maintained? (AFDIR 37-135, AFMAN 37-127, AFI 31-401, AIADIR 33-302, DoD 4525.8-M/AF Sup 1 and United States Postal Service Main Manual (DMM))

23. When accountable communications recipient fail to respond tracers, does the OPR follow-up by notifying the recipient by message and is an information copy sent to the appropriate OPR within HQ AIA? (AFI 31-401, para 8.7.3.4.)

24. Is inner and outer wrapper for registered packages prepared properly, and are the classification and special handling instructions properly affixed? (DoD 4525.8M/AF Sup1, AFI 31-401, DoDD 5200.1-R)

25. Is training provided for personnel who process accoutable communications? (AFMAN 37-104, para.11)

AF FORM 2519, NOV 91 *(EF-V2)(REVERSE)*

ALL PURPOSE CHECKLIST		PAGE	3	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**		OPR		DATE		
NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*					

26. Is the express mail used only when it is the most cost effective way to accomplish a mission within time, security, and accountability constraints? (DODM 4525.8 M/AF Sup 1, chapter 3, para k)

27. When sending accountable containers requiring proof of delivery between two Air Force units is AF Forms 74, Communications Status Notice/Request, being used vice PS Form 3817, Certificate of Mailing? (DODM 4525.8M/AF Sup 1, chapter 3, section 1, 2.2)

28. Does the official Mail manager (OMM) for units with base information transfer functions, ensure each organization uses the most cost effective method to move official mail, within legal and policy requirements? (DODM 4525.8M/AF Sup 1, chapter 9, para a4)

29. Is AIA Form 170, Official Communication Receipt Authorizaton, or a letter of authorization, on file from personnel authorized to sign for accountable and classified mail?

30. Is facsimile electron mail used whenever possible instead of express mail, private carriers, and express delivery services? (DODM 4525.8M/AF Sup 1, Chapter 12)

31. In preparing and processing accountable communications for dispatch, are procedures in DODM 4525.8M/AF Sup 1, table 2.1, followed?

32. Is a suspense file set up and used for AF Forms 12, Accountable Container Receipt? (DODM 4525.8M/AF Sup 1, Chapter 11, para K)

33. When accountable containers are opened to determine addresses, is the AF Form 310, Document Receipt and Destruction Certificate, annotated, initialed, and reinserted the container and routed to the addressee? (DOD 4525.8/AF Sup 1, Chapter 9, para I, sect 1b(2))

34. Are AF Form 12 used as a receipt for material from originator by the accountable mail section to be sent using registered mail? (DODM 4525.8M/AF Sup 1, Chapter 9, para 1, sect 1b(1).)

35. Is a document suspense, receipt, and destruction certificate file established and the records properly maintained? (AFI 31-401)

36. Is certified or registered mail used for confidential material directed to DOD contractors and to non-DOD agencies of the Executive Branch? (DOD 5200.1-R, Chapter 8, Section 1, para 8-103c)

37. In proessing USPS express mail, is classified material, being sent between the US and its territories only (Do not use express mail to send classified to, from, or between APO, FPO, or foreign addresses? (DOD 4525.8-M/AF Sup 1, chapter 3, para K6)

Managing Administrative Orders

38. Are record copies of administrative orders (56 years to permanent) cutoff and forwarded to HQ AIA/DOOI at the close of the fiscal year?

39. Are Record sets of administrative orders kept according to AFI 37-128?

39.1. Are issuing and approving officials designated in writing? Do only these individuals approve orders? (AFI 37-128)

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

PAGE   4   OF   22   PAGES

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	Section C--Records (16G1)			
	Creation, Maintenance, and Disposition of Records			
	40. Does the Records Manager (RM):			
	40.1. Approve and maintain a copy of each file plan for each office of record on the records information management system (RIMS)? (AFMAN 37-123)			
	40.2. Maintain monitoring files on each office of record?			
	40.3. Coordinate on all requests for nonstandard filing equipment? (AFMAN 37-123)			
	40.4. Administer, monitor, and provide guidance to ensure and active continuing Records Management Program? (AFI 37-122)			
	40.5. Have backup diskettes on information maintained on RIMS? (AFMAN 37-123)			
	40.6. Maintain current and complete training records, staff assistant visits (SAV), and offices of record information on RIMS? (AFI 37-122)			
	40.7. Ensure records disposition standards for inactive records are disposed of through destruction, transfer, or retirement? (AFMAN 37-123 and AFI 37-138)			
	40.8. Are system managers initiating system proposals to develop, test, or operate a document imaging and electronic record keeping system? (AFMAN 37-123, Chapter 7)			
	40.9. Coordinate on and forward the proposal to HQ AIA/DOOI for evaluation and approval or disapproval before the system is established and utilized? (AFMAN 37-123, Chapters 7)			
	41. Is the latest version of the RIMS program operational? (AFMAN 37-123, Chapter 2)			
	42. Are records having 3 to 8 years retention, either transferred to the records staging area (as designated), or maintained in the current files area (inactive files) until eligible for disposal? (AFI 37-122, AFMAN 37-123, and AFI 37-138)			
	43. Has the RM or Functional Area Record Manager (FARM) (if designated by the RM) conducted required SAVs of all offices of record within the prescribed period? (AFI 37-122)			
	44. If the RM has decided to download RIMS to the FARM (RM's option), is the unit level program being installed for the FARM's use? (AFMAN 37-123)			
	45. Are signed SF 135s, Records Transmittal and Receipt, on file showing transfer of (9 years or longer) noncurrent records to a designated staging area? (AFI 37-122)			
	Privacy Act (PA) Program			
	46. Has the unit appointed a Privacy Act Officer (PAO)? (AFI 37-131/AIA Sup 1)			
	47. Is the unit PAO and local system managers providing PA training to unit personnel requiring training? (AFI 37-132)			
	48. Are records protected by the PA afforded proper protection by those who collect, maintain, and use the record? (AFI 37-132 and AFMAN 37-123)			

AF FORM 2519, NOV 91   *(EF-V2)(REVERSE)*

ALL PURPOSE CHECKLIST		PAGE	5	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**		OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	49. Are electronic records containing personal information and retrieved by names or personal identifier safeguarded to avoid inadvertent unauthorized access? Is each physical medium such as diskettes, tapes, or other media, containing PA information labeled with an AFVA 33-207 (or equivalent)? (AFMAN 37-123)			
	50. Do local system managers respond to PA requests within the specified time period? (AFI 37-132)			
	51. Are records protected by the PA disposed of properly? (AFI 37-132)			
	52. Has the records manager coordinated on all standard publications and forms for compliance with the PA to ensure Privacy Act Statements (PAS) are properly formatted and worded? (AFI 37-132)			
	53. For those AIA field units that provide records management support to other AIA units, has the supported unit commander appointed a Privacy Act monitor (PAM)? (AFI 37-132/AIA Sup 1)			
	Freedom of Information Act (FOIA) Program			
	54. Is the RM the designated FOIA manager responsible for receiving and processing FOIA requests? (AFI 37-131/AIA Sup 1)			
	55. Are Records requested under the FOIA being denied and released by persons having denial and disclosure authority? (AFI 37-131/AIA Sup 1)			
	56. Is the date and time recorded on FOIA requests, logged into the FOIA system and a suspense date set? (AFI 37-131/AIA Sup 1)			
	57. Does the FOIA manager send the requester a letter within 20 workdays, giving the reason for delay and date when the requester can expect a final decision? (DoDR 5400.7R/AF Sup Pending)			
	58. Does the OPR provide the requested records and processing costs on the DD Form 2086, Record of Freedom of Information Processing Cost, and help the disclosure and denial authority to determine releasability of records? (AFI 37-131)			
	59. Does the FOIA manager provide records and assess fees within 20 workdays after official receipt of request or within 30 workdays if administrative extension is invoked? (DoDR 5400.7R/AF Sup Pending)			
	60. Are proposed denials coordinated with the local staff judge advocate (SJA) then forwarded to appropriate denial authority within the timeframes established by the FOIA? (AFI 37-131)			
	61. Is an appeal paragraph included in all "no Records" responses? (AFI 37-131)			
	62. Are FOIA case files containing original request, DD Form 2086, Administrative Processing Records, DD Form 1131, Case Collection Voucher, etc., maintained according to AFMAN 37-139?			
	Records Training			
	63. Are newly assigned records technicians receiving training within 90 days of their assignment as technicians? (AFI 37-122)			
	64. Does the record manager conduct training? (AFI 37-122)			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			

PAGE   6   OF   22   PAGES

Section D--Publishing (FC-1140)

65. Is an AF Form 673, Request to Issue Publication, used to coordinate publications with all activities interested in the subject of your publications? (AFI 33-360, V1, para 3.13)

65.1. Does the approving authority review and sign AF Form 673? (AFI 33-360 , V1, para 1.9.3)

65.2. Does the certifying official sign af Form 673, block 18 to ensure publication is needed, information current , and is as restrictive as basic publications? (AFI 33-360, V1, para 1.11)

65.3. Are all publications coordinated with PAO? (AFI 37-132)

65.4. Are record sets of publications maintained in accordance with prescribed directives? (AFI 33-310, V1, para A2.2.1)

66. Are functional publication libraries and publication sets established and discontinued in accordance with directives? (AFI 37-160, V7)

67. If an obsolete publication is maintained, is the date and number of the publication that supersede it written on the top of the first page of the obsolete publication?   (AFI 37-160, V7)

67.1. Are "Obsolete Publications" filed in separate binders clearly marked obsolete? (AFI 37-160, V7)

68. Is the last review date of obsolete publications posted on the obsolete publication or a sheet of bond paper and kept with the obsolete publication? (AFI 37-160, V7)

Unit Customer Account Representive (CAR)

69. Is the CAR providing adequate publications and forms management support to the unit? (AFI 37-161, para 1.10.2.5)

70. Does the CAR review PB and indexes for current, new, and revised publications and forms prior to submitting consolidatd requirements or requisitions to the command publications distribution center (CPDC)? (AFI 37-161/AIA Sup 1, para 1.10.2.12)

71. Is the CAR maintaining AIA PBs fo rthe past 12 months? (AFI 37-161/AIA Sup 1, para 1.10.2.2)

72. Does the CAR records contain requirements, subaccount, and distribution information? (AFI 37-161/AIA Sup 1, para 2.3)

Forms Management

73. Are all forms prescribed by a publication? (AFI 33-360, V1, para 3.24)

74. Do forms requiring users to submit personal information have a Privacy Act statement on them? (AFI 37-160, V8)

75. Is DD Form 67, Form Processing Action Request, used to request approval of a form? (AFI 37-160, V8)

76. When a form contains Privacy Act information, is the DD Form 67 coordinated with the Privacy Act Officer? (AFI 37-160, V8, para 3.11)

77. Does classified blank forms show overall classification of the information at the top and bottom of the form? (AFI 37-160, V8, para 3.9.1.)

ALL PURPOSE CHECKLIST	PAGE	7	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**	OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	78. If form becomes classified after you fill it in, is the notation " _____ When Filled In" added outside the margins at the top and bottom? (AFI 37-160, V8, para 3.9.1.)			
	79. Does the forms manager maintain an AF Form 1797, Forms Register, or an automated equivalent? (AFI 37-160, V8, para 4.1.10.)			
	80. Are numerical files maintained in accordance with directives? (AFI 37-160, V8, para 4.4.1.)			
	81. Are folders arranged in numerical order, according to the form designation and number?			
	82. Is material arranged chronologically?			
	83. Does each folder contain an approved DD Form 67 and all other appropriate data?			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			
	Part II--Command, Control, Communications and Computer (C4) Systems			
	Section A--Communications and Computer Operations			
	Message Management Letters			
	84. Are Message Management Letters (MML) on file identifying personnel authorized to pick up messages to include unclassified, classified, and special handling messages? (AFI 33-113, AFI 33-113/AIA Sup 1)			
	85. For Special Category (SPECAT) messages does the MML designate the specific special handling or category designator for which the individual has been granted access? (AFI 33-113, AFI 33-113/AIA Sup 1)			
	Special Message Handling and Accountability			
	86. Are measures in place to maintain accountability for Top Secret, SPECAT, and other messages requiring special handling? (AFI 33-113)			
	87. Is there a list on file of representatives to be notified by telephone on receipt of priority or higher precedence messages during and after normal duty hours? Is this list reviewed and updated at least semiannually? Do personnel comply with notification procedures? (AFI 33-113/AIA Sup 1)			
	* **CRITIC Notification**			
	88. Is there an Operating Instruction (OI) established to cover CRITIC processing to include CRITICs, NSA-directed CRITIC tests, in-station CRITIC test, and CRITIC Handling Report? (AFI 33-113/AIA Sup 1)			
	89. Are personnel trained and qualified in handling and reporting CRITIC messages? Is the training documented? (AFI 33-113/AIA Sup 1)			
	90. Do shift supervisors assign individuals specific tasks in processing CRITIC messages; preempting circuits, calling up prepared CRITIC headers, preparing text, and transmitting messages? (AFI 33-113/AIA Sup 1)			
	91. If the CRITICOMM facility supports an operational mission, does the facility have a CRITIC alerting system such as bell, voice intercom, internal telephone, or buzzer installed between the operations area and the facility? Are alarm checks performed and documented at the beginning of each shift? (AFI 33-113/AIA Sup 1)			
	92. Are stand-alone computers used when conducting in-station CRITIC test to prevent inadvertent transmission of the CRITIC test? (AFI 33-113/AIA sup 1, DOI-103)			
	93. Are personnel given at least two in-station CRITIC tests per month? (AFI 33-113/AIA Sup 1)			
	94. Are alternate routes and methods identified for transmitting a valid CRITIC or NSA-directed CRITIC? Are the alternate routes listed in order of precedence to ensure timely processing? (AFI 33-113/AIA Sup 1, DOI-103)			
	95. Is AIA Form 72, CRITIC Checklist completed for each valid CRITIC, NSA-directed CRITIC, and in-station CRITIC tests? Is the form completed correctly and filed with the CRITIC? (AFI 33-113/AIA Sup 1)			

ALL PURPOSE CHECKLIST	PAGE	9	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**	OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	96. Are CRITIC Handling Reports (RCS: NSA-972) prepared and forwarded to NSA at the beginning of the next duty day for valid and NSA-directed CRITICs. Are the reports sent in the proper format with all required information to include reasons for any problems encountered? (AFI 33-113/AIA Sup 1, DOI-103)			
	97. Is AIA/DOOI and intermediate headquarters included as information addressees on all CRITIC correspondence? (AFI 33-113/AIA Sup 1)			
	Minimize Messages			
	98. Do local OIs dealing with MINIMIZE specify segregation of traffic and return of routine messages to originators? (AFI 33-113/AIA Sup 1)			
	99. Have CRITICOMM Support Facility (CSF), remote CSFs, Telecommunications Center (TCC), and Customer Operator Remote (COR) published local directives explaining MINIMIZE procedures to ensure compliance? (AFI 33-113/AIA Sup 1)			
	100. Do CSFs, remote CSFs, forward copies of MINIMIZE messages to all connected in-house and distant remote customers using general message "ALREMOTES?" (AFI 33-113/AIA Sup 1)			
	101. Is MINIMIZE limited to the least number of users affected by the emergency or exercise? (AFI 33-113/AIA Sup 1)			
	102. Do messages received for transmission during MINIMIZE include the words "MINIMIZE CONSIDERED" and the releaser's initials? If not, are the messages returned to the releasing official? (AFI 33-113/AIA Sup 1)			
	Address Indicator Group/DSSCS Address Group (AIGs/DAGS)			
	103. Are customers advised to originate recapitulations of their AIGs when numerous modifications to an AIG have been made, and at least once a year during the 13th month following initial establishment of the last recap? (AFI 33-113/AIA Sup 1)			
	104. Do originators and recipients of AIGs provide their servicing CSF, TCC or remote CSF copies of newly established, recapitulations, modifications, or cancellations of AIG messages? (AFI 33-113/AIA Sup 1)			
	105. Do responsible authorities for AIGs send modifications, cancellations, and recapitulations messages to the CSF or remote CSF at least 5 days prior to the effective date? Do they include NAVCSRF Honolulu HI//N31DV// and HQ AIA DIR OF OPS KELLY AFB TX//DOOI// as information addressees on the message? (AFI 33-113/AIA Sup 1)			
	106. Do CSFs, TCCs, and remote CSFs remote CSFs responsible for AIGs maintain a separate folder or database for each incoming and outgoing AIG message addressed to or from the unit? Do the folder or database contain promulgations, recapitulations, modifications? Are the folders destroyed or removed when the AIG is cancelled by the cognizant authority? (AFI 33-113/AIA Sup 1)			
	107. Is an intermediate AIG manager appointed for headquarters staff offices and organizations to group level having five or more AIGs assigned? (AFMAN 37-126/AIA Sup 1)			
	108. Does each AIG in use contain at least 16 addresses; if not, was special authorization for fewer addresses obtained from HQ AIA/DOOI. (AFMAN 37-126/AIA Sup 1, Attachment 3)			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

PAGE 10 OF 22 PAGES

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			
	109. Is each AIG used at least twice a month? (AFMAN 37-126/AIA Sup 1, Attachment 3)			
	110. Is each AIG recapitulated at least once a year? (AFMAN 37-126/AIA Sup 1, Attachment 3)			
	111. If an AIG is no longer required, has the congnizant authority sent a cancellation message? (AFMAN 37-126/AIA Sup 1, Attachment 3)			
	112. Are NAVCAMSLANT Norfolk VA and NAVCAMS EASTPAC Honolulu HI included on all AIGs which include Navy, Marine, and Coast Guard afloat or mobile units as addressees? (AFMAN 37-126/AIA Sup 1, Attachment 3)			
	113. Are HQ AIA DIRECTOR OF OPERATIONS KELLY AFB TX//DOOI// and NAVCAMS EASTPAC Honolulu HI //N33// included as information addresses on all promulgation, recapitulation, modification, and cancellation messages on AIGs issued by HQ AIA? (AFMAN 37-126/AIA Sup 1, Attachment 3)			
	114. Do addresse inform their servicing Telecommunication Center (TCC), Cryptologic Support Facility (CSF), Remote Cryptologic Support Facility (RCSF) when they are included in an AIG and provide copies of establishment, recapitulation, modification, or cancellations, of the AIG? (AFMAN 37-126/AIA Sup 1, Attachment 3)			
	115. Are DAG requests and changes forwarded to NSACSS for action? HQ AIA/DOOI included as an information addressee? Are the reasons for changes included? Are DAG request classified only when necessary to protect the relationship between addressees? (DOI-101)			
	116. Do CSFs, TCCs and remote CSFs responsible for DAGs maintain a separate folder or database for incoming and outgoing DAG messages addressed to or from the unit? Does the folder or database contain promulgations, recapitulations, and modifications? Are the folders destroyed or database removed when the DAG is cancelled by the cognizant authority? (DOI-101)			
	117. Are requests for retransmission of mission ALDAGs submitted within 30 days? (DOI-101)			
	General Message Maintenance			
	118. Are separate folders or a database maintained on file for all general messages until rescinded or superseded by the issuing authority? (AFI 33-113/AIA Sup 1, ACP 121 US Sup 1)			
	119. Are separate records of receipt maintained for general messages using AIA Form 107, General Message Record, or an automated process? Are the records current? (AFI 33-113/AIA Sup 1, ACP 121 US Sup 1)			
	Routing Agreements			
	120. Has an alternate routing agreement been properly established and reviewed annually? (DCA OPLAN 1-96, AFI 33-113/AIA Sup 1)			

AF FORM 2519, NOV 91   (EF-V2) (REVERSE)

ALL PURPOSE CHECKLIST	PAGE	11	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**	OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	Section B--Communications Computer Systems and Technical Control			
	Publications and Operating Instructions			
	121. Is a reference library readily accessible to System/Tech control personnel? (DISAC 310-70-1, chapter 9, para 5)			
	122. Are the required publications in the reference library up-to-date with all changes in DISA 310-70-1, posted? (DISAC 310-70-1, chapter 9, para 5f)			
	123. Are all appropriate Technical Manuals (TMs), Technical Orders (TOs) and, or commercial manuals available for each piece of communications equipment and all test equipment? (DISAC chapter 9, para 5f)			
	124. Have local written procedures been established for coordination with DISA, adjacent facilities, agencies, maintenance agencies, and commercial vendors? (DISAC 310-70-1, chapter 2, para 5s(1))			
	125. Have local written procedures been established to identify actions to be taken in the event of a contingency or significant communications failure? (DISAC 310-70-1, chapter 2, para 5s(2))			
	126. Have local procedures been established in accordance with COI 101 for scheduling and coordinating communications disruptions? (COI 101, chapter 2, section II)			
	127. Has a training program been established to insure Technical Control personnel understand and can apply the concepts, theories, and tasks in accordance with DISAC 310-70-1? (DISAC 310-70-1, chapter 2, para 9)			
	128. Have local written procedures been established to identify the actions to be taken in the event of a primary and, or back-up power failure, including procedures of load shedding? (DISAC 310-70-1, chapter 2, para 5s(3))			
	* **Documentation**			
	129. Is the Master Station Log (MSL), DD Form 1753, or equivalent, being maintained? (DISAC 310-70-1, chapter 9, para 3e)			
	130. Are the required entries entered in the MSLs? Are they in chronological order? Has the shift supervisor signed on and off duty? (DISAC 310-70-1, chapter 9, para 3e)			
	131. If AIS systems (computers) are used for MSLs (DISAC 310-70-1):			
	131.1. Is a 90-day supply of paper forms or an automated form procedure software with both hardware and software backup maintained and accessible to the tech controllers on duty? (DISAC 310-70-1, chapter 9, para 2c)			
	131.2. Are MSLs maintained separately from ADP system unless the automated files are protected from alteration after RADAY is closed? (Any information added after RADAY is closed must be marked to protect the integrity of the MSL.) (DISAC 310-70-1, chapter 9, para 3e)			
	131.3. Is a hard copy printed at the end of each RADAY? Are hard copies maintained in the same format as the DD Form 1753? (The requirement for the shift supervisor to sign on and off duty is the discretion of the local commander (DISAC 310-70-1, chapter 9, para 3e)			

PAGE 12 OF 22 PAGES

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	131.4. Are MSLs maintained in the current files area for 11 months? (DISAC 310-70-1, chapter 9, para 3e)			
	132. Is the Trouble Restoration Record, maintained properly? Automated records may be substituted. Are they maintained in the current files area for 90 days? In the case where automated procedures are used are records backed up daily and are backups maintained for 90 days? (DISAC 310-70-1, chapter 9, para 3b)			
	133. Has Test and Acceptance (T & A) testing been accomplished on all DISA circuits, prior to acceptance for service, in accordance with DISAC 310-70-1, chapter 6, para 5d.			
	134. Has quality control tests been accomplished on new equipment to insure it is capable of supporting user service? (DISAC 310-70-1, chapter 6, para 5f, and tables 6-1 and 6-2?			
	135. Has annual out-of-service testing been accomplished on all DISA circuits in accordance with DISAC 310-70-1, chapter 6, para 5g?			
	136. Has in-service performance monitoring been accomplished on all DISA circuits in accordance with DISAC 310-70-1, para 5g?			
	137. Is DD Form 1697 and, or DD Form 1697-1 completed and maintained each time quality control testing is completed? (DISAC 310-70-1, chapter 9, para 3c)			
	138. Is the User Notification Letter in the history folder and does it meet the following: (DISAC 310-70-1, chapter 2, para 5t, chapter 9, para 4f)			
	138.1. Are letters submitted to users when a new circuit is activated or changed? (DISAC 310-70-1, chapter 2, para 5s, 6t)			
	138.2. Is a copy of the User Notification Letter filed in the Circuit History Folder? (DISAC 310-70-1, chapter 2, para 5s, 6t)			
	139. Is a Circuit Data Card and Circuit Layout Record, maintained on all Circuits, Trunks, and Links that appear in the Technical Control Facility (TCF)/Patch and Test Facility (PTF)? (Automated may be substituted.) (DISAC 310-70-1, chapter 2, para 2b(10) and chapter 9, para 3a)			
	140. Are all patch bays and test boards properly labeled with the last 4 of the Command Communications Service Designator (CCSD) and the Telecommunication Service Priority (TSP or Restoration Priority (RP)? (DISAC 310-70-1 chapter 2, para 5)			
	141. Are systems diagrams maintained that depict the signal flow through the Technical Control Facility (TCF)/Patch and Test Facility (PTF)? (Automated may be substituted) (DISAC 310-70-1 chapter 2, para 2b(9))			
	Reporting			
	142. Are the required circuit and trunk outages reported as STATREPS in accordance with COI 101, chapter 2, section III, para 212c(1) and Annex C?			
	143. Are the required abnormal conditions reported as CONREPS in accordance with COI 101, chapter 2, section III, para 212d(2)?			
	144. Are CONREPS and STATREPS prepared promptly once it becomes apparent to the controller that restoration cannot be accomplished within 10 minutes on all special interest circuits and all multi-channel transmission paths? (COI-101, Section III, para 212c.)			

AF FORM 2519, NOV 91 *(EF-V2)(REVERSE)*

ALL PURPOSE CHECKLIST		PAGE	13	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	145. Does the TCF and, or PTF have a trend analysis program that meets DISA and NSA standards? (DISAC 310-70-1, chapter 6, para 6)			
	* Circuit History Folder			
	146. Are quality control waivers requests and approvals maintained in the circuit history folder? (DISAC 310-70-1, chapter 9, para 4e.)			
	147. Is documentation concerning QC results, letters, actions taken to resolve degradation's, filed in the circuit history folder and kept on file for 1 year? (DISAC 310-70-1, chapter 9, para 4f)			
	148. Is there a copy of the latest Telecommunication Service Order (TSO) or CRITICOMM Multiplex Order (CMO) that reflects the current end-to-end configuration on file for each circuit? (DISAC 310-70-1, chapter 9, para 4b and COI 101, chapter 3, section 1, para 313.)			
	149. If TSOs are missing, have copies of the latest TSO been requested from (in the following order) adjacent TCF and, or PTF's in the circuit routing, the area FCO, the TCO office, or as a last resort, the DISA TSO issuing authority? (DISAC 310-70-1, chapter 9, para 4 note 1)			
	150. Are in-effect, exception, and circuit action (activate, discontinue, change) reports submitted within 72 hours of completion of required action and the in proper format? (DISAC 310-70-1, chapter 8, para 4d and COI 101, section III, para 212d(1)a)			
	150.1. Are exception reports followed by an in-effect report when the exception has been cleared? (DISAC 310-70-1, chapter 8, para 4d and COI 101, section III, para 212d(1)a)			
	150.2. Are all reports maintained in the circuit history folder? (DISAC 310-70-1, chapter 8, para 4d and COI 101, section III, para 212d(1)a)			
	151. Are delayed service reports completed in accordance with 310-70-1, chapter 8, para 4d(3) and COI 101, chapter 2, section III, para 212d(1)a?			
	* Section C--Information Systems (IS) and Network Security (NS) Computer Security Accreditation packages (DCID 1/16, Joint DoDIIS/Cryptologic SCI Information Systems Security Standards; DIAM 50-4; USAFINTEL 201-1, Attachment 29; EO 12356; Public Law 100-235)			
	152. Are accreditation packages in the ACCPAK format prepared and submitted on all SCI systems under the purview of NSA?			
	153. Are accreditation packages in the USAFINTEL 201-1, Attachment 29 format prepared and submitted on all SCI systems under the purview of DIA which aren't covered under a site-based certification?			
	154. Are site-based certification documents or requests maintained by the site Information Systems Security Officer (ISSO) for all other SCI systems under the purview of DIA?			
	155. Are accrediation packages in the ACCPAK format prepared and submitted on all non-SCI systems (whether collateral classified and unclassified)?			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	* Declassification and Release/Destruction (Joint DoDIIS/Cryptologic SCI Information Systems Security Standards; DIA DoDIIS Site Information Systems Security Officer's Handbook, SC-2610-141-93)			
	156. At SCE units, are proper procedures for declassification and release/destruction of magnetic media followed and documented using NSA Form G6522, Security Inspection and Release Authority?			
	157. At non-SCE units, are proper procedures for declassification and release/destruction of magnetic media followed and documented as specified in the Site Security CONOP?			
	158. Are only approved degaussers utilitzed for the declassification of magnetic media?			
	159. Are procedures in effect to ensure the calibration requirements for degaussers are being followed and they are operating effectively?			
	160. Is documentation on all IS media declassification actions being maintained?			
	161. Are printer ribbons appropriately destroyed and handled at the same classification level as its associated IS?			
	162. Are toner cartridges properly cleared before turn-in for reuse?			
	* Virus Protection (Joint DoDIIS/Cryptologic SCI Information Systems Security Standards; DIA DoDIIS Site Information Systems Security Officer's Handbook, SC-2610-141-93)			
	163. Are all media entering an organization virus scanned prior to use?			
	164. Is the virus scanner in use current (less than six-month old) and legally used?			
	* Media Control (Joint DoDIIS/Cryptologic SCI Information Systems Security Standards; DIA DoDIIS Site Information Systems Security Officer's Handbook, SC-2610-141-93)			
	165. Are all media properly marked using colored SF-700 series labels indicating classification and data descriptor (whether an SF-711, or a manufacurer's data descriptor label, with this information added: organization and office symbol, and media control number, if any)?			
	166. Are media in Service Cryptologic Element (SCE) units controlled in accordance with policy set by the local commander?			
	167. Are media in non-SCE units controlled in accordance with policy set by the site CONOPS?			
	168. Has an SOP been written outlining the procedures to be followed for the introduction and removal of ISs and associated storage media into and out of secure facilities in accordance with national policy?			
	169. Are magnetic media marked and labled with the correct classification and handling instructions (Standard Form 700 series labels or equivalent, Privacy Act, Special Access Program [SAP] etc)?			
	170. Does the ISSM ensure excess or obsolete commercial software is free of classified information prior to release or reuse?			
	171. Are procedures established which outline steps to be taken when transferring data to and from systems of unequal accreditation?			

AF FORM 2519, NOV 91   *(EF-V2)(REVERSE)*

ALL PURPOSE CHECKLIST			PAGE	15	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**			OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			
	172. Are reused removable media utilized at the same or higher classification level than their original classification?			
	* **Security Awareness and Training and Education (SATE)**			
	173. Has the unit commander appointed a unit SATE program manager and an alternate to administer the SATE program within their unit? Has a copy of the appointment memo been forwarded to the wing SATE manager? (AFI 33-204, para 16)			
	174. Is computer based training (CBT) used for both initial and recurring information protection training? (AFI 33-204, para 17.3)			
	175. Does the training include communications security (COMSEC), computer security (COMPUSEC), and emission security (EMSEC)? (AFI-33-204, para 3)			
	176. Does the SATE program manager ensure all newly assigned personnel receive information protection awareness training before they are issued user ID's and passwords, or granted network access, or within 60 days of arrival? (AFI 33-204, para 17.1)			
	177. Do personnel take appropriate CBT modules before they are issued user IDs or passwords or otherwise granted network access? (AFI 33-204, para 6.1.1.1)			
	178. Do personnel take appropriate CBT module(s) before they are issued a crypto ignition key (CIK) for any secure voice telephone? (AFI 33-204, para 6.1.1.2)			
	179. Does the SATE manager circulate quarterly information protection articles and display current awareness aids throughout the organization? (AFI 33-204, para 17.4)			
	180. Does the SATE manager participate in the Security Training, Education, and Motivation (STEM) council?			
	NOTE: Regarding Communications Security (COMSEC), HQ AIA/690 ISS/PIA personnel coordinated with AFCA/SYSA (AF COMSEC Policy Office) as well as HQ AIA/IG personnel. It was mutually agreed that the COMSEC Functional Review Program, conducted by units, wings, MAJCOMs/FOAs in accordance with AFI 33-213, more than satisfies any requirements to evaluate a unit's implementation of a sound COMSEC program.			
	Section D-Computer Systems Management			
	181. Has an Equipment Control Officer (ECO) been appointed (in writing) by the CSO? (AFI 33-112, para 6.12)			
	182. Does the ECO hold the grade of master sergeant or above, or civilian of equivalent grade? (AFI 33-112, para 10.1)			
	183. Is mandatory training provided to ECOs not later than 45 days prior to assuming duties? (AFI 33-112, para 6.13)			
	184. Has the commander delegated the authority to receive new equipment to only the ECO? (AFI 33-112, para 7.13)			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	185. Has an Equipment Custodian (EC) and an alternate been appointed, in writing? (AFI 33-112, para 7.5)			
	186. Are new ECs appointed 45 days before departure of current EC? (AFI 33-112, para 7.5.1)			
	187. Do departing ECs process out through the ECO? (AFI 33-112, para 7.5.2)			
	188. Has a joint inventory been accomplished by both incoming and departing ECOs? (AFI 33-112, para 7.5.3)			
	189. Has a joint physical inventory been accomplished prior to equipment account transfers? (AFI 33-112, para 7.5.3)			
	190. Has the EC conducted an annual physical inventory of all assigned computer systems? (AFI 33-112, para 10.2.5)			
	191. Is the Information Processing Management System (IPMS) used for accountability, tracking, and reporting of computer systems? (AFI 33-112, para 25.1)			
	192. Is the IPMS inventory up-to-date and accurate? (AFI 33-112, para 25.1)			
	193. Do ECOs enter applicable data into IPMS and establish a suspense system upon receipt of the DD Form 1155 or other purchasing documents? (AFI 33-112, para 25.1.1)			
	194. Does the IPMS inventory records reflect transfer of equipment accountability? (AFI 33-112, para 26.3.8)			
	195. Are PC IPMS bar code labels or current AF Forms 992, ADPE Identification Labels, (may use electronically generated labels if AF Forms 992, are not available) attached to each accountable machine to expedite proper identification, inventory, maintenance, and reporting? (AFI 33-112, para 24.1)			
	196. Is the ECO notified prior to relocating accountable small computers and/or associated ADPE? (AFI 33-112, para 18.2)			
	197. Are Reports of Survey being accomplished in a timely manner? (AFI 33-112, para 11.12)			
	198. Is there a letter on file from the commander to individuals concerned authorizing use of government resources for personal projects? (AFI 33-112, para 19)			
	199. Have accountability records been established for system assets acquired through a joint service program office? (AFI 33-112, para 10.2.17)			
	200. Has a memorandum of agreement (MOA) been established for addressing responsibilities for deployment and support for joint systems? (AFI 33-112, para 17.1.7)			

AF FORM 2519, NOV 91   (EF-V2)(REVERSE)

ALL PURPOSE CHECKLIST		PAGE	17	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**		OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			

Section E--Software Management

201. Are functional, allocated, and product baselines managed according to a defined procedure? (AFI 33-114, para 3.5.1 and 4.11.3)

202. Are product releases controlled and managed according to defined procedures? (AFI 33-114, para 4.11.3)

203. Are disaster preparedness backup copies of software baselines maintained off site? (AFI 33-114, para 4.3)

204. Are requirement changes managed and tracked to implementation? (AFI 33-114, para 4.9.16)

205. Does a catalog of applications maintained by the orgainzation exisit? (AFI 33-114, para 5.3)

206. Are software modules (files, routines, etcetera) controlled and tracked to an extent that updated only baseline integrity is ensured (modules checked out to one person at a time, developmental baseline updated only after modules have been integration tested, etcetera) without negatively affecting project schedule?

General Guidelines

207. Are all developmental projects and maintenance projects involving more than 30 percent of code done in ADA? (DoDI 5000.2/AF Sup 1)

208. Do all non-ADA development and maintenance (> 30 percent change) projects have waivers, exceptions, or exclusions? (DoDI 5000.2/AF Sup 1)

209. Has the organization had a Software Maturity Assessment of their software activities and effectiveness performed within the past 3 years (and are they scheduled for another assessment within 3 years of that date? (AFI 33-114, para 5.5. and 5.5.2.1.)

Interopereability

210. Does the software process include attempting to standardize data elements (naming, construct, etcetera) for software development activities whose scope/data reach beyond the organization? (AFI 33-110, para 3, 4, and 4.2)

211. Are approved C4 architectures and standards (GOSIP, SQL, etcetera) used to design and modify C4 systems? (AFI 33-108, para 9.7 and AFI 33-114, para 3.11)

212. Are interfaces between systems documented?

213. Are modifications to interfaces coordinated and approved by all involved prior to actual execution?

Development Activities

214. Are system requirements for new development, documented and assigned to the appropriate hardware and software development group? (AFI 33-114, para 4.6.3)

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	215. Are applications tested prior to distribution and operational use? (AFI 33-114, para 4.10.2 and 13.7)			
	216. Is there a group tasked with the responsibility of reviewing customer requests (CSRD, SON, SPR, ECP, etcetera) and allocating resources towards meting those requests? (AFI 33-114, para 4.9 and 15.1)			
	217. Are feasibility studies accomplished prior to allocating resources to a particular software solution? (AFI 33-114, para 4.6.6)			
	218. Are system designs documented for all software development activities?			
	219. Are pre-existing programs either identified as legacy systems (with replacement plan) or scheduled for reverse engineering of the system level requirements and design?			
	220. Do project plans exist for new development?			
	Section F-- **Network Management (NM)**			
	221. Has the unit established a help desk? (AFI 33-115, para 3.3.1)			
	222. Has the help desk established response times? (AFI 33-115, para 3.3.1)			
	223. Does the help desk determine the type of reported C4 systems problems within defined response times? (AFI 33-115, para 3.3.1)			
	224. Has a historical database associated with problems resolution been established by the help desk?			
	225. Is the help desk a central repository for technical advise and solutions for network systems, software applications assistance, automatic data processing accountability support, hardware exchange, and repair service support? (AFI 33-115, para 3.3.1)			
	226. Are problems which the help desk cannot handled routed to other functional area within the unit? (AFI 33.115, para 3.3.1)			
	227. Does the NM respond to detected network faults (errors) and user reported outages at the time of help desk referral? (AFI 33-115, para 3.3.2)			
	228. If NM personnel cannot resolve a customer complaint or query, does the help desk refer the problem to a C4 specialist in the specific area of support function? (AFI 33-115, para 3.3.2)			
	229. Does the Network Control Center (NCC) perform the following functions: configuration management, fault isolation, minor engineering, information protection operations, performance management, accounting management, network planning, training, and customer support of all unit C4 resources? (AFI 33-115, para 3.3.4)			
	230. Does the NCC manage the unit Local Area Networks (LAN), routers, internet protocal (IP) addresses? (AFI 33-115, para 3.4.1)			
	231. Does network administrator manages the various functional area LANS from the network hardware and software operating system levels? (AFI 33-115, para 3.4.1)			
	232. Does network administrator tasks include: file servers management, which includes operating systems; application software interfacing; metering and virus scanning software; server backup; contingency planning and disaster recovery for responsible LANs? (AFI 33-115, para 3.4.1)			

AF FORM 2519, NOV 91 *(EF-V2) (REVERSE)*

ALL PURPOSE CHECKLIST	PAGE	19	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**	OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	233. Does network administrators provide technical assistance to functional system administrator and work group managers who provide administration support from their servers to their end-user workstation? (AFI 33-115, para 3.4.1)			
	234. Has a functional system administrator been assigned? (AFI 33-115, para 3.4.2)			
	235. Does the functional system adminiatrator perform the functions identified in AFI 33-115, Attachment 4? (AFI 33-115, Attachment 4)			
	236. Has a work group manager been assigned? (AFI 33-115, para 3.4.3)			
	237. Does the work group manager perform the functions identified in AFI 33-113, Attachment 4? (AFI 33-115, Attachment 4)			
	238. Does the network management area use Air Force 33-series publications and applicable DOD, DISA and Air Force Publications to govern and guide network operations? (AFI 33-115, para 6.7.1)			
	238.1. Comply with the policies of AFI 33-115? (AFI 33-115, para 6.6.1)			
	238.2. Comply with functional systems administrator and NCC-negotiated Service Letters of Agreements (SLAs)? (AFI 33-115, para 6.6.2)			
	239. Does the network management accomplish those items in AFI 33-115, para 6-7 which are applicable to their operations? (AFI 33-115, para 6.7)			
	240. Does NCC personnnel receive both general and technical inoformation protection training? (AFI 33-115, para 7.4)			
	241. Has the unit identified and use all possible avenues of training delivery to achieve and monitor quality of service? (AFI 33-115, para 7.5)			
	242. Has the network section established Service Level Agreements (SLA) with its' customers? (AFI 33-115, para 4)			
	Information Protect (AFSSI 5102, para 3.4.7.)			
	243. Does the Information Systems Security Manager (ISSM) keep a file of DISA's Automated Systems Security Incident Support Team (ASSIST) Bulletins and the Air Force Computer Emergency Response Team (AFCERT) Advisories?			
	244. Does the ISSM have a process to determine which advisories should be forwarded to subordinate units, or forward all advisories to subordinate units?			
	245. Does the unit have a process to determine which advisories are applicable to their systems?			
	246. Does the unit have a process to esure applicable system security fixes are implemented on all affected systems?			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			

PAGE **20** OF **22** PAGES

Section G--Use of Electronic Mail

247. Is classified e-mail processed only on appropriate accredited systems? (AIAI 33-102, para 3.2.1)

248. Has the unit established an initial and annual refresher training program to ensure all e-mail users are trained on Air Force e-mail policy and appropriate use? (AFI 33-119, para 2.7.4)

249. Do users ensure the account from which the e-mail message was sent is clearly identified (either in the FROM element of the e-mail header, the body of the message, or both)?
(AFI 33-119, para 2.7.4)

250. Is the chain of command followed when sending messages up the line? (AFI 33-119, para 8.1.2)

251. Is approval obtained from the chain of command before subscribing to or participating in e-mail list servers and newsgroups? (AFI 33-119, para 2.7.5)

252. Does unit out processing include the e-mail system administrator to remove unnecessary accounts? (AFI 33-119, para 2.5.4)

253. Are classified e-mail messages marked to reflect the highest classification of the information contained in the transmission, to include any attachments? (AFI 33-119, para 10.3.3)

254. Are appropriate declassification instructions applied to classified e-mail messages?
(AFI 33-119, para 10.3)

255. Are unclassified e-mail messages sent across classified networks marked with unclassified markings? (AFI 33-119, Attachment 5)

256. Is e-mail containing privacy act information only transmitted to other employees when an official request if filed and verified? (AIAI 33-101, para 3.3.1)

257. Are calendars and task lists that meet the definition of a federal record preserved and maintained in accordance with AFMAN 37-139? (AFI 33-119, para 9.1.5)

258. Are e-mail records easily accessible by individuals who have a business need for information in the system? (AFI 33-119, para 9.1.4.1.2)

259. Are e-mails of non-official business such as meetings, social announcements, bake sales, etcetera, placed on the organization's bulletin board system? (AIAI 33-101, para 4.3.6)

260. Are e-mail accounts left open or unattended? (AIAI 33-101, para 4.1.6)

261. Are screen savers in use? (AIAI 33-101, para 4.1.6)

262. Is there a backup tape or disk for e-mail records which are maintained on a PC?
(AIAI 33-101, para 3.5.1)

ALL PURPOSE CHECKLIST	PAGE	21	OF	22	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA **COMMUNICATIONS AND INFORMATION PROCESS REVIEW GUIDE (Continued)**	OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph .)*			
	Section H--Transmission of Information Via The Internet			
	263. Is government equipment being used by all personnel "For Official Use Only? (AFI 33-129, para 3.6.1)			
	264. Is internet access obtain through the supporting C4 system officer (CSO)? (AFI 33-129, para 3.6.4)			
	265. Does the CSO ensure internet connectivity is monitored and controlled by the unit or base network control center? (AFI 33-129, para 3.7.2)			
	266. Do users using the government provided internet adhere to copy right restrictions? (AFI 33-129, para 3.10.3)			
	267. Has each unit identified their WEB administrator by name, office symbol, phone number, and e-mail address? (AFI 33-129, para 4.1)			
	268. Does the WEB server administrator accomplish the responsibilities listed in AFI 33-129, para 4.1.1 through 4.1.14? (AFI 33-129, para 4.1.1)			
	269. Has each unit identified a Point of Contact (POC) for their page located under the top-level home WEB? (AFI 33-129, para 4.2)			
	270. Does the page maintain accomplishes the responsibilities in AFI 33-129 paragraphs 4.2.1.1 through 4.2.1.8? (AFI 33-129, para 4.2)			
	271. Is AFI 33-103 followed when submitting requirements for internet access? (AFI 33-129, paa 5)			
	272. Are personnel having access to government provided internet service using it for purposes other than those listed in AFI 33-129, paragraphes 6.1? (AFI 33-129, para 6.1)			
	273. Is government provided computer hardware or software being used by personnel for any of the prohibitions listed in AFI 33-129, paragraphs 6.1.1 through 6.1.12? (AFI 33-129, para 6.1)			
	274. Does the unit, at the OPR request clear all information with the unit Public Affair (PA) office prior to release on their home page on the internet? (AFI 33-129, para 7)			
	275. Has accreditation and authorization for the unit servers to operate on the internet been received from the Designated Approval Authority (DAA) prior to actual use? (AFI 33-129, para 10)			
	276. Does the system administrator audit both incoming and outgoing internet user activities? (AFI 33-129, para 10-2)			
	277. Does the local information protection officer provide expertise in educating system administrators, information providers, and page OPRs on current threats, vulnerabilities, and protection techniques? (AFI 33-129, para 11.1.2.3)			
	278. Are files which are downloaded from the internet virus scanned prior to being placed on the user's hard drive? (AFI 33-129, para 11.1.3)			
	279. Are files downloaded from the internet placed on a unit's network or share drive? (AFI 33-129, para 11.1.3)			

| | | PAGE 22 | OF | 22 | PAGES |

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			
	280. Are user ID's and passwords used by all personnel? (AFI 33-129, para 11.1.5)			
	281. Does each internet page contain, page OPR name, organization, office symbol, commercial phone number, DSN number, e-mail address and disclaimers or restrictions that apply to the contents of page? (AFI 33-129, para 12)			
	282. Are warning notices and banners for public pages, limited pages, and educational research studies placed on the system in accordance with AFI 33-129, paragraph 13? (AFI 33-129, para 13)			
	Telephone System Management (AFI 33-113)			
	283. Did the Telephone Control Officer (TCO) review telephone service request to ensure they are bonafied and in the interest of increased efficiency and economy prior to submission to the host base communications unit for processing?			
	284. Is there a letter on file listing primary and alternate TCOs, and approval official for all unit telephone requests?			
	285. Does the TCO authorize, control and maintain a record of unit long-distance toll calls?			
	286. Does the TCO coordinate the installation, removal and relocation of telephones and telephone service?			
	287. Does the TCO distribute monthly telephone bills and ensure all payments are made? Sign AF Form 649 and forward to host base communications unit?			
	288. Does the TCO review CSRDs, assign a tracking number, sign Requester Approval Authority block, and forward two copies to host base communications unit for implementation?			
	289. When the CSRD is returned from the host base communications unit approved or disapproved and TCM for file or for additioal justification, if required?			
	290. Has a Telephone Control Manager (TCM) been assigned for each directorate or branch within the unit?			
	291. Does the TCO keep a letter on file showing a primary and alternate TCM for each directorate or branch within the unit?			
	292. Does the TCO keep a database of personnel who has a calling card for use during frequent TDYs and do they ensure it is returned pror to PCS, separation, or retirement?			
	293. Does the TCO annually certify invetory lists of all installed telephone equipment and services in the unit?			
	294. Is suspected telephone abuse investigated?			
	295. Are pagers and cellular phones being managed correctly?			
	296. Does the TCO distribute customer education material to customers within the unit?			

AF FORM 2519, NOV 91 *(EF-V2)(REVERSE)*